

**TELECONFERENCE/VIRTUAL MEETING
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
March 8, 2016**

PRESENT: Amy Summers, Brian Holmquist, Gaye Meyer, Laura O'Brien,

EXCUSED: Dorothy Olson, Corliss Rice

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department staff

CALL TO ORDER

Brian Holmquist, Chair, called the meeting to order at 9:30 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda

- *Correction: Item B: Approval of Minutes of December 2, ~~2016~~ to 2015*
- *Added Letter from AOTA*

MOTION: Gaye Meyer moved, seconded by Laura O'Brien, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Laura O'Brien moved, seconded by Gaye Meyer, to approve the minutes of December 2, 2015 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Laura O'Brien nominated Brian Holmquist for the Office of Board Chair.

Tom Ryan called for nominations three (3) times.

Brian Holmquist was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Brian Holmquist nominated Laura O'Brien for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

Laura O'Brien was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Brian Holmquist nominated Gaye Meyer for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Gaye Meyer was elected as Secretary by unanimous consent.

2016 ELECTION RESULTS	
Board Chair	Brian Holmquist
Vice Chair	Laura O'Brien
Secretary	Gaye Meyer

LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
Credentialing Liaisons	Laura O'Brien, Gaye Meyer Alternate – Brian Holmquist, Amy Summers
Monitoring Liaisons	Laura O'Brien, Alternate – Amy Summers
Education and Exams Liaisons	Laura O'Brien, Amy Summers Alternate – Gaye Meyer, Brian Holmquist
Legislative Liaison	Laura O'Brien Alternate – Brian Holmquist
Travel Liaison	Brian Holmquist Alternate – Laura O'Brien
Administrative Rules Liaison	Laura O'Brien Alternate – Gaye Meyer, Brian Holmquist
Professional Assistance Procedure Liaison	Gaye Meyer Alternate – Laura O'Brien, Brian Homquist
Screening Panel	Amy Summers, Laura O'Brien, Gaye Meyer Alternate – Brian Holmquist

MOTION: Gaye Meyer moved, seconded by Laura O'Brien, to affirm the Chair's appointment of liaisons and screening panel for 2016. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Brian Holmquist moved, seconded by Laura O'Brien, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Gaye Meyer moved, seconded by Laura O'Brien, that the Board counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Document Signature Delegation

MOTION: Laura O'Brien moved, seconded by Gaye Meyer, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Gaye Meyer moved, seconded by Laura O'Brien, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters except potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

MOTION: Laura O'Brien moved, seconded by Gaye Meyer, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Board or Board liaison review. Motion carried unanimously.

Monitoring Delegations

MOTION: Amy Summers moved, seconded by Gaye Meyer, to affirm the Chair's appointment of Laura O'Brien as the Monitoring Liaison, and Amy Summers as the alternate, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

Travel Delegation

MOTION: Gaye Meyer moved, seconded by Laura O'Brien, to authorize the travel liaison to approve all Board travel. Motion carried unanimously.

CLOSED SESSION

MOTION: Laura O'Brien moved, seconded by Gaye Meyer, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Brian Holmquist – yes; Gaye Meyer – yes; Laura O'Brien – yes; Amy Summers – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:01 a.m.

RECONVENE TO OPEN SESSION

MOTION: Gaye Meyer moved, seconded by Amy Summers, to reconvene in Open Session at 10:07 a.m. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Laura O'Brien moved, seconded by Gaye Meyer, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS**Administrative Warnings**

14 OTB 007 – G.M.B.

MOTION: Amy Summers moved, seconded by Laura O'Brien, to issue an Administrative Warning in the matter of DLSC case number 14 OTB 007 against G.M.B. Motion carried unanimously.

Case Closing

15 OTB 002

MOTION: Laura O'Brien moved, seconded by Gaye Meyer, to close DLSC case number 15 OTB 002 against M.M.V. for **No Violation**. Motion carried unanimously.

RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Laura O'Brien moved, seconded by Amy Summers, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Laura O'Brien moved, seconded by Gaye Meyer, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:08 a.m.